

**CITY OF RIVERDALE**  
**JOB OPPORTUNITIES**  
Equal Opportunity Employer

Position	Department	Shift / Schedule	Application Expiration
Probation Officer	Court Services	Full-Time	Open Until Filled

**Job Summary:** This is administrative and investigative work responsible for performing case management duties for misdemeanor offenders referred by the Municipal Court. Starting salary for this position is \$31,642.

**Minimum Qualifications:**

- Bachelor's degree in behavioral sciences, criminal justice or related field
- Must be at least 21 years of age per State of Georgia requirements.
- One to three years of case management experience
- Equivalent combination of education and experience

**Major Duties:**

- Counsels and supervises individuals placed on probation.
- Performs all assigned duties relating to cases scheduled for appearance in court, including attending court.
- Assists as needed in courtroom procedure during court sessions.
- Plans office activities, conferences, and field visits in connection with investigation and supervision functions.
- Maintains accurate and up-to-date case records in a neat and legible prescribed form.
- Prepares and submits monthly statistical and performance reports on the status of individual caseload.
- Makes interagency contacts with department heads, division heads, and subordinates on matters of policy and procedure.
- Gathers and evaluates data pertinent to individual cases in connection with both investigation and supervision. Such data may include information about the offender's home, school, church, neighborhood, and about relevant social agencies.
- Performs other duties as assigned.

**Knowledge Required by the Position:**

- Working knowledge of statutes and regulations relating to probation services.
- Working knowledge of modern policies and practices of probation services and public administration.
- Considerable knowledge of personal computers including word processing, databases, and spreadsheet applications.
- Knowledge of GGIC policies and procedures.
- Skill in problem solving and conflict resolution; skill in decision making.
- Ability to communicate effectively orally and in writing;
- Ability to handle highly confidential client and court relationships and stressful situations.

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**APPLICATION PROCESS:** All applicants may be required to complete the following: written exam, physical exam, drug screening, polygraph, and background investigation.

You may complete an application at the Human Resource Office, 971 Wilson Road, Riverdale, GA 30274. Applications are available from 8:00 to 4:00 p.m., Monday – Friday. Applications can be submitted online at: [www.riverdalega.gov](http://www.riverdalega.gov).

(Posted 9/11/2012)